



# **PARENT HANDBOOK**

## **2020-21**



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August 31, 2020  
Dear Sherman Families,

Welcome back to a new school year! It's time for another successful year of our Dual Language Immersion program here at Sherman Academy preparing students for the 21<sup>st</sup> Century. I hope you and your families have had an enjoyable and restful summer vacation. Please allow me to take this opportunity to express how excited I am to be part of this wonderful and warm community and how much I look forward to continuing working together with each of you to realize our dreams for the students and community of Sherman Heights.

This Parent Handbook contains essential information about our school. It includes general information, required notices, and important details about our pre-kinder through fifth grade instructional program.

Being involved in your child's education is key to a successful school year. I encourage you to attend Curriculum and Family Nights. Make sure your child attends school on-time and regularly. Meet with your child's teacher(s) as often as possible to monitor progress and make learning a priority at home. These actions will have a lasting and positive impact on your child's future.

Thank you for your continued support. By working together we can make certain that all students have a successful school year.

Sincerely,

Nicole C. Enriquez  
Principal

## OUR MISSION

“To assure high academic achievement and to prepare students for success in our Global Society.”

## 21<sup>ST</sup> CENTURY SKILLS EDUCATIONAL PROGRAM

Students are prepared for life in a global society by receiving a strong foundation in English and Spanish Language Arts (reading and writing via 50/50 Dual Immersion Program), Mathematics, Science, History/Social Science, Cultural Understanding, Technological and Media Literacy, and Visual and Performing Arts. The overall goal of the 21<sup>st</sup> Century Skills Program is to assure high academic achievement and to prepare students for the future by teaching them core values and higher-order thinking skills, which they can apply in the “real world”.

## SCHOOL PROFILE

Located in the historic Sherman Heights neighborhood and just east of downtown San Diego, the new Sherman school has been rebuilt for the fourth time since 1870. The neighborhood is full of beautiful historic homes and landmarks, many of which are being restored to their original condition. Like its surroundings, the student population at Sherman is diverse and showcases a rich cultural heritage.

## GENERAL INFORMATION

*SHERMAN ACADEMY*  
301 22<sup>ND</sup> STREET  
SAN DIEGO, CALIFORNIA 92102

Office: (619) 615 – 7000

Fax: (619) 615 – 7090

Website: [www.sandi.net/sherman](http://www.sandi.net/sherman)

Principal: Nicole Enriquez [nenriquez@sandi.net](mailto:nenriquez@sandi.net)

Secretary: Ava Thompson [athompson@sandi.net](mailto:athompson@sandi.net)

Registrar: Fran Thompson [fhompson@sandi.net](mailto:fhompson@sandi.net)

Nurse: Alba Katz [akatz@sandi.net](mailto:akatz@sandi.net)

Health Tech: Liliana Torres [ldelgado@sandi.net](mailto:ldelgado@sandi.net)

BSS: Jose Peralta [jperalta@sandi.net](mailto:jperalta@sandi.net)

PrimeTime: Alma Perez [shermanpt@saysandiego.org](mailto:shermanpt@saysandiego.org)

Please visit the Sherman Academy website at [www.sandi.net/sherman](http://www.sandi.net/sherman) for an updated staff directory.

## SCHOOL HOURS

Monday, Tuesday, Thursday, and Friday: 9:00 am to 3:35 pm

\*Wednesday (Modified Day): 9:00 am to 1:05 pm

### DAILY SCHEDULE

Walking Club 8:30 – 8:50 am

Students line-up & Teacher pick-up 8:50 – 8:55 am

School Begins (breakfast served in class) 9:00 am

#### *Recess & Lunch*

Pre-Kinder 11:20 am – 11:50 am

Kinder & First Grade 11:40 am – 12:30 pm

Second & Third Grade 12:10 pm – 1:00 pm

Fourth & Fifth Grade 12:40 pm – 1:30 pm

Dismissal 3:35 pm

### MINIMUM DAY SCHEDULE

Walking Club 8:30 – 8:50 am

Students line-up & Teacher pick-up 8:50 – 8:55 am

School Begins (breakfast served in class) 9:00 am

#### *Recess & Lunch*

Pre-Kinder 11:20 am – 11:50 am

Kinder & First Grade 11:30 am – 12:20 pm

Second & Third Grade 11:50 am – 12:40 pm

Fourth & Fifth Grade 12:15 pm – 1:05 pm

Dismissal 1:05 pm

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## ATTENDANCE

All San Diego Unified Schools are making a special effort to reduce absences. Regular attendance and prompt arrival are essential for the success of each and every student! It is important that parents, students and the school work together to support regular daily attendance. Students are expected to remain on the school grounds during school hours. Exceptions must be requested by parents in writing or in person and students must be signed out by an authorized adult. Medical and dental appointments should be scheduled after school hours, when possible.

### INDEPENDENT STUDY CONTRACT

Our school and district are financially penalized if a student has an unexcused absence from school (i.e. family vacation). By completing a Contract for Independent Study (CIS) **two weeks prior** to the absence, the student and school will receive credit for the days of absence.

A CIS may be completed for no less than 5 days but not more than 20 days per school year. All work must be returned to the student's teacher upon return to school for the contract to be valid, or those days will reflect as unexcused absences and incomplete work.

### ABSENCE AND TARDINESS

The following are considered excused absences: illness or quarantine, funeral of an immediate family member and medical or dental appointment. **Absences should be called in the morning of or the day before the child is going to be absent. Please call in even if your child is going to arrive late.**

All other absences are unexcused. Absences, by law, must be excused in writing or by phone. Absences may be reported at any time by calling the main office at **(619) 615 – 7000** and leaving a message.

## ABSENCE MAKE-UP POLICY

Students are responsible for work missed as the result of an absence. Parents may arrange to have missed work picked up after school or students may complete the missed assignments after they return to school (to be completed at home).

## ARRIVAL AND DISMISSAL PROCEDURES

1. For your child's safety students are to arrive at school no earlier than 8:30 am, unless they are enrolled in the 6 to 6 program or extended day academic program. NO SUPERVISION is available before this time.
2. In the morning, all students are to go directly to their designated walking location on the kinder or grade 1-5 playground. Students who arrive after 8:50 am will need to go directly to their classroom line on the playground.
3. Upon arrival, bike riders (grades 4 and 5 only) are to proceed directly to the bike rack, located in front of the library. Students must walk their bikes while on school property and required to wear helmets and use bike locks.
4. SAFETY FIRST – All students crossing any streets to arrive to school must use the crosswalks and follow the directions of the school safety patrol and adult crossing guards.
5. LATE STUDENTS – MUST come to the office and obtain a late slip.
6. Checking your child out prior to dismissal – Please come to the office and sign out your child. You **MUST** bring a PHOTO ID and your name must appear on the Student Enrollment Card. The office will then call the classroom for your child, who will then report to the office.
7. Classroom Phone Calls regarding your child's dismissal will only be put though 20 minutes before the end of the day or during recess and lunch breaks.

## **BREAKFAST & LUNCH PROGRAM**

The Kid's Choice Café is the district's elementary healthy-choice breakfast and lunch program that encourages students to choose foods wisely and establish lifelong positive eating habits. The program promotes the theme "It's Cool to Eat at School."

Students are given choices at breakfast and lunch. At lunch, students make a choice from three entrées and then go to a salad bar to make selections of salad, vegetables, fruits and various toppings. After making a selection from three entrées at breakfast, the salad bars are used to offer additional choices. A choice of chocolate milk, white milk or juice accompanies each meal.

Kid's Choice Café menus are distributed to each student and posted on the Food Services website. The KC News (the monthly Kid's Choice Cafe Newsletter) is published monthly in both Spanish and English. It is given to students to take home and is designed to be read by the entire family. The KC News features the "Harvest of the Month," holiday and special promotions, new menu items and information on health and fitness.

**Sherman Academy has been selected to participate in the Provision 2 Breakfast and Lunch Program, which means that all students will receive free breakfast and lunch and will not need to enter a Personal Identification Number (PIN) in the cafeteria.**

### **LUNCH PROCEDURE**

Students have a fifty minute lunch period. Half of this time is spent at recess and half is spent in the lunch arbor. All students, whether they bring their own lunch to school or receive a hot lunch, are to be seated in the lunch arbor during the lunch period. Students with known nut allergies will be seated at designated tables. All students are expected to pick up after themselves. It is important to keep the lunch area clean as wind causes trash to spread quickly.



## **LUNCH RECESS RULES**

1. Pickup trash around you before dismissal to play.
2. Respect the rights of others.
3. Keep your hands and feet to yourself.
4. Follow directions of adult noon duty aides.
5. Respect the official rules of the playground games
6. Eat snacks in designated areas only.

## **PHONE MESSAGES**

Emergency calls to students will always be expeditiously handled. Messages of a non-emergency nature will be transferred to the teacher's voice mail and/or placed in the teacher's mailbox for them to pick up at recess or lunch. Please have a prearranged understanding with your child(ren) regarding special circumstances (i.e. whether to wait for a parent for pickup, to proceed home as usual or what do to on rainy days). Please keep in mind that phone calls transferred into the classroom during instructional time are very disruptive to the teaching and learning process.

## **OFFICE TELEPHONE**

The telephone in the office is available to students for emergency purposes only (i.e. no ride home, need change of clothes, etc.). Students must ask permission from the office staff before using the telephone.

## **MEDICATION GUIDELINES**

The San Diego Unified School District guidelines regarding administration of medications to students:

1. The School Nurse can administer over the counter medication (OTC) (Tylenol/Advil/Motrin) after student assessment, and parent has signed the Health Information Consent Form on file.
2. All other medications require a signed Physician Medication Authorization Form.
  - Daily Medication
  - Short-term medication for 10 days (i.e. antibiotics)
  - All prescription skin crèmes.

3. On the days the School Nurse is not on site, meds can be given only if there is a Physician Medication Authorization Form on file.
4. Prescription medications for severe asthma/allergies (periodic and daily) must be brought to the school nurse with physician's orders during the first week of school or upon enrollment after the start of the school year.

The following are acceptable Physician Authorization Forms for Medications to be administered at school.

- Physician note to school written on prescription pad
- Physician Authorization Forms filled out by doctor (available in the Sherman Nurse's Office)

**Reminder:** All medication must be in the original container.

Prescription medications must have the instructions for administration, expiration date and names of the doctor, student and medication printed on the original container.

## **STUDENT INFORMATION CHANGES**

Please notify the office IMMEDIATELY, in writing, if there is a change of address, phone number, work number, cell number or names of adults to whom your child may be released.

**NOTE:** Children will be released only to persons listed on the registration card, so it is important that the information listed is correct. A picture ID is required to check a student out.

## ***ALL VISITORS AND VOLUNTEERS MUST WEAR A BADGE WHILE ON CAMPUS***

### **VISITORS ON SITE/IN THE CLASSROOM**

California state law requires ALL persons visiting a school site to **report to the school office**. Upon arrival at school, please sign in at the office and receive a VISITOR identification badge. This badge MUST be worn so it can easily be seen by staff. Parents who wish to visit their child's classroom or request individual conferences are asked to make arrangements in advance with the teacher.

## VOLUNTEERS

Volunteers are very important to the staff and students of Sherman. Volunteer applications are available in the school office. **A tuberculosis (TB) test must be on file before volunteers can participate in the classroom.** The tuberculosis test is administered free of cost by the school district and is valid for four years.

Volunteers are required to sign in/out on the Volunteer Information Sheet located in the office and need to wear a VOLUNTEER identification badge.

## SHERMAN'S STUDENT DRESS CODE

Sherman has adopted a school dress code, which is based on District Board of Education Policy, because we believe an appropriate standard of dress is conducive to a successful and safe academic environment. Therefore, students will be required to wear the following uniforms:

### SHIRTS

- Polo Shirts – light blue, long or short sleeve.
- Oxford Shirt – light blue, long or short sleeve.
- Oxford shirts are not considered outerwear and must be buttoned at all times, excluding the top button.
- Only one plain white or light blue undershirt or turtleneck may be worn under the uniform shirt.
- No undergarments, midriff or lower back are to be visible at any time.

### PANTS/SHORTS

- Uniform pants and shorts must be dark blue (**No Jeans**)
- Pants that are excessively tight, baggy, dirty or sloppy are not allowed.
- Shorts must be no higher than four (4) inches above the knee and no longer than one (1) inch below the knee.
- May only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No oversized buckles or belts with logos are allowed.

### SKIRTS, SKORTS and JUMPERS

- Skirts, skorts and jumpers must be dark blue or Sherman Academy plaid (**No Jeans**).
- Skirt, skort and jumper length is to be no more than four (4) inches above the knee.
- No undergarments should be visible at any time. Dark blue or black “bike” shorts should be worn under skirts or jumpers.

### *PHYSICAL EDUCATION (PE) UNIFORM*

- T-Shirts – light blue, long or short sleeve or any Sherman Academy t-shirt
- Uniform athletic shorts must be dark blue.
- Sweatshirts/pants must be dark blue.

### *OUTERWEAR*

- All sweaters, jackets and other outerwear must be dark blue.

The following are **not** acceptable at school:

- Modification of uniforms (i.e. pinning, rolling, knotting, etc.)
- Clothing or accessories that are gang-related in any way (i.e. bandanas, caps, belts, key chains, etc.)
- Clothing with inappropriate language or pictures
- Clothing promoting violence, drugs, tobacco or alcohol
- Wearing cosmetics, artificial nails or excessive jewelry
- Wearing sunglasses or hats indoors
- Roller skate shoes with wheels

Students who are inappropriately dressed are to be sent to the office. Parents will be called and asked to provide the student with a change of clothing. In the event the parent is unable to provide clothing, the student will be given substitute clothing to change into and will be required to return them at the end of the school day.

## **DISCIPLINE... A SHARED RESPONSIBILITY**

**The student is responsible for...**

- Adhering to the school’s discipline plan as well as specific classroom rules.
- Listening carefully and following directions.
- Keeping hands, feet and objects to one’s self.

- Being courteous, kind and thoughtful to others.
- Keeping our school safe, neat and clean.
- Behaving in ways that do not disturb or interfere with the rights of other students.
- Respecting the authority of adults.
- Attending class daily and on time.
- Wearing school uniform and dressing appropriately. Makeup will only be allowed as part of a school performance.
- Refraining from inappropriate behavior, including use of/and possession of alcohol, tobacco and other drugs. Inappropriate behavior will not be tolerated and will have consequences including verbal warnings, parent notification, teacher conference, referral to counselor, suspension and/or expulsion.
- Remembering that Sherman observes the district's Zero Tolerance Policy in regards to items that can be used as weapons (i.e. guns, knives and/or other items deemed as dangerous to the safety of our students). Students found in violation will be suspended immediately as determined by the principal and based on all circumstances surrounding the incident. This policy also applies to intimidation and bullying.
- Remembering to bring only those items deemed necessary for classroom educational purposes. Toys, marbles, balls, electronics, etc., must remain at home. Unauthorized items will be held by the teacher or principal until parents reclaim them.

## **LOST & FOUND ITEMS**

Lost items such as books, lunches, keys etc., are to be brought to the office. Students should check with the office for these items or in the lost and found container outside the auditorium. All found items will be placed there and then disposed of at the end of each month. To avoid unnecessary expense, please label you child's belongings – especially uniforms, lunch boxes, backpacks, sweaters and jackets. By doing so, most “lost” items can be returned to their owners promptly. Students finding lost articles are asked to turn them into the office.

## **CELL PHONES/ELECTRONIC DEVICES**

Students may possess and use cell phones before and after school. These devices must be kept out of sight and turned off during the instructional program.

- Electronic games, etc. are not allowed on campus. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use is grounds for confiscation by school officials or classroom teachers.
- Confiscated devices will be returned to the parent or guardian. Repeated offenses may lead to disciplinary action.

## **BICYCLES & SKATEBOARDS**

Children in grades 4 and 5 may ride bicycles and skateboards to school. They must wear helmets as required by state law. All bicycles and skateboards must be parked in the bike racks and must be licensed and locked. Licenses may be obtained at any local bicycle shop. The school is not responsible for loss or theft of bicycles or skateboards.

Bicycle riders must enter and leave school through the main entrance on 22<sup>nd</sup> Street. For safety reasons, students must dismount and walk their bicycles while on school property. When on the street, California Vehicle Code laws are to be followed and violations of these laws will result in loss of bicycle privileges for one week or more, as determined by the principal.

## **BIRTHDAYS**

We ask that if you would like to share your child's birthday with everyone at school please do not send food and consider reading/donating a book to your child's classroom instead.

## **ANIMAL/PETS ON CAMPUS**

For health and safety reasons, there are NO dogs, cats or any other pets allowed on campus at any time, unless it is an animal for the health impaired or animals used as part of the educational program.

## **PRIMETIME PROGRAM**

PrimeTime, provides academic support and enrichment activities before and/or after school for students at Sherman Academy. The program is available at no cost to participating families through the After School Education and Safety (ASES) state grant. Families interested in participating in the program must submit an Application for Enrollment.

## **EXTENDED DAY PROGRAM/STUDENT CLUBS**

Beginning in October, Sherman Academy will be offering students in grades 4-5 an opportunity to participate in a morning academic ELD program from 7:45 – 8:45 am and after-school student clubs (i.e. Girls on the Run, Art, Sports, etc.) from 3:45 – 4:45 pm.

## **INTERNET USAGE**

As part of the 21<sup>st</sup> Century Skills Program all students will use computers that have Internet access through SDUSD technology services. While sites are secured, all students must have a parent permission form on file at the school site in order to access the Internet using school computers.

## **PARENT PATROL**

The Parent Patrol provides students with a safe passage to and from school. Parent and community member volunteers assist in directing traffic during morning drop-off and afternoon pick-up.

## **STUDENT INJURIES/INSURANCE**

Occasionally, students are injured on the school grounds in play activities, going to and from school, etc. The school district is not liable for such injuries. The Board of Education offers a voluntary student accident insurance program. A brochure may be obtained in the school office.

## **PARKING**

Parents and visitors may park in the assigned spaces in the main parking lot located on 22<sup>nd</sup> Street. Please follow the traffic pattern when entering the parking lot and remember to drive slowly.

## **21<sup>ST</sup> CENTURY EDUCATIONAL PROGRAM/SERVICES**

### ***English Language Arts***

English Language Arts Teachers will incorporate a variety of strategies and support systems (i.e. Curriculum Maps, Units of Inquiry/Study, Instructional Guides and rubrics for reading, writing and

listening and speaking) developed by the District's Literacy Department to provide a consistent and well planned instructional program on a daily basis and be able to monitor student progress toward grade-level standards.

### ***Mathematics***

Sherman Academy utilizes the school district Math Units of Study based on the Envision Math program. The program is aligned with California State Standards and is designed to equip students with a strong foundation in mathematics and critical thinking skills. The program also provides an integrated solution to different learning needs in the classroom for Grades K-5.

### ***Science***

Science Teachers will use the Full Option Science System (FOSS) program. The FOSS learning modules are focused on the scientific thinking processes and incorporate hands-on investigations (experiments), simulations, models and readings. Teachers and students will meet science standards by "doing" science.

### ***History/Social Science***

History/Social Science teachers will use strategic instructional strategies to develop students understanding of the foundational ideas and philosophy of our neighborhoods, city, state, country and world. Students will be enabled to see matters through others' perspectives, respect and understand other cultures; and foster patience, respect and civic responsibility.

### ***Foreign Language Program***

As part of the 21<sup>st</sup> Century Skills Program, all students will receive academic Spanish instruction during the regular school day. The program is designed to develop high levels of academic oral, reading and writing proficiency, and multicultural competence within each student.

### ***Technology/Media Literacy***

All teachers will engage students by infusing technology into their daily instructional programs. Classrooms are equipped with state of the art technologies (i.e. Promethean interactive whiteboards, laptop computers, document cameras, LCD projectors, DVD/VCRs, wireless networking, amplification system, etc.). In addition, the Technology/Media Literacy Preparation Teacher will work in collaboration with classroom teachers to provide a standards-based



library, media and technology program to all students on a weekly basis. Students will gain knowledge and skills that will enable them to be productive citizens in the 21<sup>st</sup> Century.

### ***Visual and Performing Arts***

The Theatre Preparation Teacher will work in collaboration with classroom teachers to provide a standards-based dramatic arts and technical theatre program to all students on a weekly basis. Students will participate in school-wide performances, assuming various roles as actors, playwrights, and technical crew.

### ***Exploratory Music Program***

The district's Visual and Performing Arts (VAPA) program will provide 5<sup>th</sup> grade students at Sherman Academy with a weekly Exploratory Music Program. Students will participate in a music program that includes choir, basic music principals, and instruction on playing the recorder.

### ***Library/Media Center***

The Library/Media center has a state of the art learning environment with thousands of books and media resource materials. It is managed by the Technology/Media Literacy Preparation Teacher and is open during regular school hours. Students will visit the center on a bi-weekly basis and may checkout 1-2 books. Students are responsible for returning their book each time in order to checkout a new title. In addition, students are welcome to use the center during their lunch recess. Lost or damaged books are the responsibility of the student and his/her parents.

### ***Gifted and Talented Education (GATE)***

All second grade students are assessed in the spring for placement into the Gifted and Talented Education programs the following year.

### ***Counseling Center***

The student Counseling Center provides a variety of programs and services designed to assist all students. Activities include individual and group counseling, reward and recognition, problem solving, decision-making, referral services, and student study team activities.

### ***Muti Tiered System of Support (MTSS)***

MTSS addresses the needs of students who experience academic, emotional, social, health and/or attendance difficulties. The team can consist of an administrator, district counselor, nurse, school

psychologist, speech therapist, resource specialist, classroom teacher and the parents. The team develops and implements an action plan designed to address identified student needs.

### ***Resource Specialist Program***

The Resource Specialist Program is designed to provide support services to students with assessed learning disabilities who receive a majority of their education in regular classes. The classroom teacher, parents, special education personnel and principal work to effectively develop and implement each student's Individual Educational Program (IEP).

### ***Speech and Language Specialist***

The specialist helps to identify and assess students who require additional support in developing communication skills appropriate to their ability/age level. If the student qualifies, the speech and language pathologist creates an individualized education program for the student and provides the needed support.

### ***CHOICE***

Students who live outside the Sherman Academy boundaries may apply for admission to our school through the San Diego Unified School CHOICE program. Students are admitted on a space available basis. See the district website for additional information.

### ***School Site Council (SSC) & Site Governance Team (SGT)***

The SSC is an elected decision-making group comprised of parents, community members, site administrators, teachers and other staff. The SSC has an ongoing responsibility to develop, implement, monitor and evaluate the site plan, at Title I schools, the SSC also oversees all the categorical funds such as Title I, Second Language and GATE. Please contact the principal or SSC chair if you are interested in joining.

Each school has a Site Governance Team to act as its advisory body on issues other than major categorical programs. Please contact the school principal if you are interested in joining.

### ***English Learner Advisory Committee (ELAC)***

Schools that have 21 or more English as a Second Language (ESL) students must have an English Learner Advisory Committee. It serves as the advisory body to the school on four key issues:

- The school plan for English learners

- Needs assessment
- Administration of the language census
- Efforts to make parents aware of the importance of attendance

Please contact the school principal if you would like to join.

### ***ClassDojo Communication Application***

ClassDojo is our communication application for the classroom and school. It connects teachers, parents, students, and the whole school who use it to share photos, videos, and messages through the school day. You will receive information on how to register at our Meet & Greet Event and via the classroom teacher.

### ***Newsletter***

The Sherman Academy newsletter is produced and sent home monthly. It encourages parent involvement and keeps everyone informed of events. In addition to news and information, an up-to-date calendar of events is included. All staff and students are welcome to submit articles or art to be published in the newsletter.

### ***Website***

The Sherman Academy website, located at [www.sandi.net/sherman](http://www.sandi.net/sherman), was developed and is maintained by the school administration and staff. The site is continuously updated and contains a wide variety of information for students, parents and staff. Information about parent involvement activities, upcoming events, contact details, staff listings and other useful information can be found on the website.

### ***Back-to-School, Curriculum & Family Nights***

Back-to School Meet & Greet is held the Friday before school starts and gives families an opportunity to meet their new teachers and learn about daily routines prior to the first day of school.

Curriculum night is held in September and gives the teachers an opportunity to explain their curricular objectives. Parents are encouraged to attend in order to find out how best to assist their child for a successful learning year.

Family nights are held throughout the year and give families an opportunity to participate in fun activities while learning about mathematics, reading, writing, social studies or science.

## **SDUSD POLICY AGAINST HARASSMENT AND DISCRIMINATION**

The San Diego Unified School District's policy is to afford all persons in public schools equal rights and opportunities in education, regardless of their sex, sexual orientation, ethnic group identification, race, ancestry, national origin, color, religion, mental or physical disability, any actual or perceived personal characteristic or status, or any other unlawful consideration (collectively as "Protections").

The district prohibits harassment and discrimination because they create a hostile environment and jeopardize equal educational opportunities guaranteed by the California and United States Constitutions. The district shall undertake activities to counter harassment and discrimination on school grounds with the intent to promote tolerance and sensitivity.

***STUDENTS AND DISTRICT EMPLOYEES WHO VIOLATE THE POLICY AGAINST HARASSMENT AND DISCRIMINATION SHALL BE DISCIPLINED APPROPRIATELY. THIS INCLUDES SUSPENSION OR POSSIBLE EXPULSION FOR STUDENTS IN GRADES 4-12. EMPLOYEES WHO VIOLATE THE POLICY WILL BE DISCIPLINED ACCORDING TO PERSONNEL PROCEDURES AND STATE LAW.***

### ***Harassment***

In accordance to Education Code Section 32261, the San Diego Unified School District is committed to making schools free from any kind of harassment, including sexual harassment, and prohibits such actions by any person in the educational setting.

Harassment, including bullying, is defined as any verbal or nonverbal conduct that has the purpose or effect of a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

***Sexual Harassment*** means unwelcome sexual advances; requests for sexual favors; and verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. The district prohibits sexual harassment in which a student's grades, benefits, services, honors, programs, or activities are dependent on submission to such conduct.

The district believes that harassment issues may be resolved at the school site. Students should report any sexual harassment to any school official, such as the school principal, vice principal, counselor,

or teacher. The responsible school official shall conduct a prompt, thorough, and impartial investigation into the complaint, and acknowledge receipt of the complaint within 10 working days. The responsible school official shall provide a written decision within 60 working days of the filing of the complaint, as stated in the Uniform Complaint Procedure (see section on page 9).

Parents and students may also contact the Title IX Coordinator:

4100 Normal Street, Room 2244  
San Diego, CA 92103  
(619) 725-7329

### ***Nondiscrimination***

The San Diego Unified School District is committed to making schools free from unlawful discrimination, which is defined as any preferential or disparate treatment based on the protections listed above.

The district prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The district shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

Any student or parent who believes that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If not resolved, contact the district Title IX Coordinator, 4100 Normal Street, Room 2244, San Diego, CA 92103; (619) 725-7329. To file a complaint, parents or students must obtain a copy of the Uniform Complaint Form from the district's Legal Office. The responsible school official shall provide a written decision within 60 working days of the filing of the complaint, as stated in the Uniform Complaint Procedure (see section below).

## **Holidays & Non-Instructional Days**

August: 31, First Day of School for Students

September: 7, Holiday: Labor Day

November: 11, Holiday: Veterans Day Observance / 23-27, Thanksgiving Break

December: 21, First Day of Winter Break

January: 4, School Resumes / 18, Holiday: Martin Luther King Jr. Day

February: 12, Lincoln Day Holiday / 15, Washington Day Holiday

March: 29, Spring Break Begins

April: 5, School Resumes

May: 28, Non-Instructional Day / 31, Holiday: Memorial Day

June: 15, Last Day of School